

Pre-Application Review Form for the Development Review Committee (DRC)

Project Information

Project Name: _____

Project Description: _____

Project Address: _____

APN: _____ Project Acreage: _____

Current Zoning: _____ General Plan Land Use Designation: _____

Existing Use (list structures): _____

Product Type: ☐ Fresno Green ☐ Public Art ☐ Historic

PRIMARY CONTACT, check all that apply		<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Other	_____
Name: _____		Signature: _____			
Company/Organization: _____					
Address: _____		City: _____		Zip: _____	
Email: _____		Phone: _____			

Check all that apply		<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Other	_____
Name: _____		Signature: _____			
Company/Organization: _____					
Address: _____		City: _____		Zip: _____	
Email: _____		Phone: _____			

Check all that apply		<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Other	_____
Name: _____		Signature: _____			
Company/Organization: _____					
Address: _____		City: _____		Zip: _____	
Email: _____		Phone: _____			

DEADLINES:

Tuesday's DRC: Due by 5pm on Thursday

Thursday's DRC: Due by 5pm on Monday

<u>For Internal Use Only</u>	
Date Received: ____ / ____ / ____	By: _____
Application Status: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	
Pre Application Mtg. Date and Time: _____	

Pre-Application Submittal Requirements:

- ☐ Completed & signed Pre-Application Form
- ☐ Site Plan
- ☐ Operational Statement (explaining the scope of your project)
- ☐ An electronic copy of all documents submitted on a CD or via e-mail to Joann.Zuniga@fresno.gov (PDF format).

Optional:

- ☐ A list of specific questions that you would like answered
- ☐ Site Photos
- ☐ Elevations
- ☐ Floor Plan

All submitted plans are recommended to include the following items:

1. Scale of drawing (Engineering or Architectural scale).
2. North arrow
3. Vicinity map
4. Adjacent existing and proposed streets and name of each street, dimensioned to show width and distance from centerlines.
5. Points of vehicular and pedestrian access
6. All property lines and their dimensions
7. All existing and proposed buildings and their dimensions and setbacks from property lines
8. All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
9. All existing and proposed drive aisles, parking spaces, and loading areas and their dimensions
10. All existing and proposed landscape areas
11. Any existing off-site improvements (i.e., curbs, gutters, sidewalks, utility boxes, streetlights, vaults, driveway approaches, fire hydrants, drain outlets, etc.)
12. All trash enclosures and recycling facility locations
13. Show location of nearest building on abutting lots with edge lines and use.

For Internal Use Only

Date Reviewed: ____ / ____ / ____ By: _____

Application Status: ☐ Complete ☐ Incomplete

Additional Staff Comments: